

Memorandum

TO: Distribution List

FROM: Bryan Tippie, Budget Director

DATE: November 23, 2004

Re: Minutes of the November 23, 2004, Finance Committee Meeting



Committee Members present: Mr. Ray Graham

The Finance Committee met on November 18, 2004, at 4:00 p.m. in the Warren Green Building 2nd Floor Conference Room at 10 Hotel Street. This document reflects the official minutes of that meeting. Since only one Board of Supervisor member was present, Mr. Graham directed that all actions requested, less the ones tabled for December, be sent to the full Board for consideration.

County Treasurer's Report: Beth Ledgerton, Treasurer, presented the Treasurer's Report for the Finance Committee's consideration.

County Attorney's Report: Tracy Gallehr, Assistant County Attorney, presented the County Attorney's Report for the Finance Committee's consideration.

Consent Agenda

Supplemental Appropriations:

The following supplemental appropriations were considered for forwarding to the Board of Supervisors for their action unless otherwise noted. *Please note:* Fund Balance – Carryover represents funds appropriated and not expended in FY 2004. The indicated use of Fund Balance without Carryover represents Fund Balance prior to FY 2004.

FY 2005

1. **Sheriff's Office - \$1,299**
\$1,299 from State funds for Share of Forfeiture Proceeds – Seized Assets to the Sheriff's Office for drug enforcement.
2. **Fire & Emergency Services - \$20,483**
 - a. \$19,425 from Virginia Rural Automatic External Defibrillators State Grant to Fire & Emergency Services (F&ES) for purchase of defibrillators.
 - b. \$1,058 from Fire & Rescue Association (F&RA) to F&ES for training.
3. **Library - \$4,000**
\$4,000 donation from Luck Stone Foundation for the Library's Bealeton Depot renovation.

4. Registrar - \$5,554.36

\$5,554.36 from the Town of Warrenton to the Registrar for Election Services.

Regular Agenda

Supplemental Appropriations:

FY 2005

Community Development - \$54,130

\$54,130 from Building Permit Fee revenue to Community Development for a new Plans Reviewer position.

Transfers:

FY 2005

1. Community Development - \$35,000

\$35,000 from the Contingency Reserve to the Planning Commission budget for Bealeton Connector study.

2. Budget Office - \$50,000

\$50,000 from the Contingency Reserve to the Board of Supervisors Professional Services for the University of Virginia to develop and administer a third party citizen survey.

The following Agenda Requests were tabled until the December 2004, Finance Committee Meeting:

1. School Division

- a. Asbestos Abatement - \$8,286
(from Capital Fund to School's Operating)
- b. Fauquier High School (FHS) Feasibility Study - \$58,000
(from Marshall Middle Construction Capital to FHS Feasibility)
- c. FHS Science Lab - \$10,000
(from Marshall Middle School Construction to FHS Renovation)
- d. New High School - \$42,705
(from Marshall Middle School & Cedar Lee Construction Accounts to the New High School account)
- e. Appropriation of One Half of FY 2004 Year End Funds - \$678,229
(from Fund Balance to School Division)
- f. Coleman Elementary School Trailers - \$465,000
(from General Fund, Fund Balance – Carryover to Capital Fund, Thompson Elementary School Renovation)

2. Budget Office

Appropriation of One Half of FY 2004 School Division Year End Funds -
\$678,229
(from Fund Balance to School's Construction Reserve)

Comments

1. Finance:

Health Insurance – Bryan Tippie, Interim Finance Director, provided the health insurance fund summary. Mr. Tippie informed the Committee that expenditures through the first quarter of the year were within the budget estimate. However, if the rate of expenditures parallels the prior two years for the remainder of the year, the health care fund reserve could be reduced between \$100,000 to \$300,000. He also identified that the Health Committee is working on FY 2006 health insurance program and rates.

Mr. Graham stated that if changes to the current Health Plan were to be recommended or changes to employee rates, they should be identified as early as possible.

2. Budget:

Revenue – Bryan Tippie, informed the Committee that at the November Revenue Committee Meeting a lengthy review of the major accounts was conducted. A \$1 million decrease in personal property revenue identified earlier in the year appears to be offset primarily from additional revenue generated in the Clerk of the Courts Office. Overall the total revised revenue projection is basically unchanged from the adopted amount.

**The next Finance Committee Meeting will be
December 16, 2004 at 4:00 p.m.**